

# How to set up a Gmail account <http://mail.google.com>

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## 1. Click to sign up for Gmail



## 2. Create an account - Part 1

### Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

**Get started with Gmail**

First name:

Last name:

Desired Login Name: @gmail.com  
Examples: JSmith, John.Smith

Choose a password:  Password strength: **Strong**  
Minimum of 8 characters in length.

Re-enter password:

☐ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations.  
[Learn More](#)

☒ Enable Web History.

**Annotations:**

- Enter your name.
- Choose a login name
- Check that it is available
- Choose a password - it must be at least 8 characters.
- Scroll down on the page!!

## 3. Create an account - Part 2

Security Question:    
If you forget your password we will ask for the answer to your security question. [Learn More](#)

Answer:

Secondary email:   
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

Word Verification:   
Type the characters you see in the picture below.

Terms of Service: ☐ Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.  
[Printable Version](#)

Google Terms of Service  
Welcome to Google!  
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

**Annotations:**

- Choose a security question from the drop down menu or write your own.
- include a secondary email address - this is optional
- Prove you are human by entering the letters that you see.
- Click accept to create your gmail account.

## 4. Start using Gmail

Read your Welcome to Gmail email.

**Gmail is different. Here's what you need to know.**

Inbox | X



**Gmail Team** to me

[show details](#)

10:01 PM (15 hours ago)

[Reply](#) | ▾

Messages that are easy to find, an inbox that organizes itself, great spam-fighting tools and built-in chat. Sound cool? Welcome to Gmail.

To get started, you may want to:

- Learn about some of Gmail's unique features on the [Getting Started page](#).
- Follow our [Switching Guide](#) to learn how to announce your new Gmail address, import your contacts, and forward your email from Yahoo! Mail, Outlook, Hotmail, and others.
- [Set up your mobile phone](#) to get super-fast access to Gmail.
- Visit our [Help Center](#) to find specific answers to all your questions.

Helpful links to directions

Users have often told us that the more they use Gmail, the more they discover its benefits. So go ahead and give it a try. We'll keep working on making Gmail the best email service around, and we appreciate your joining us for the ride.

Thanks,

The Gmail Team